Name:

1. **Maintain technology:**

Demonstrate that you can remove and replace the toner drum in the class laser printer.

Demonstrate that you can replace paper in the class laser printer.

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| Competent: | Yes: | No: | |
| Teacher’s Signature: | | | Date: |

1. **Carry out routine system maintenance:**

Carry out the following routine maintenance tasks.

* 1. **Virus scan.** Scan you PC for the presence of viruses.
  2. Use **Disk Cleanup** to rid your PC of unwanted and unnecessary files.
  3. Use **Disk Defragmenter** to better organise files & folders on your PC’s hard drive.

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| Competent: | Yes: | No: | |
| Teacher’s Signature: | | | Date: |